

**TEMPORARY FOOD OPERATION
LICENSE APPLICATION 2015 - 2016**

1. To sell food or beverages at a temporary event it is required to obtain a temporary license from the Cincinnati Health Department. The attached application and fee must be received by the Health Department at least ten (10) working days prior to first day of the event.
2. The license will be issued on the first day of the event. The license is subject to an authorization inspection. The operation must be ready at least one (1) hour prior to the event's scheduled starting time; two (2) hours in advance for large operations.
3. License fees are to be paid by certified check, business check or money order.
NO cash - NO credit cards accepted.

License Fee: \$153.00

Payable to: Treasurer – City of Cincinnati.

Submit the application, fee and all required information to:

Cincinnati Health Department
Environmental Health/Food Safety Unit
3845 William P. Dooley By-Pass
Cincinnati, Ohio 45223

4. A temporary license is valid for up to five (5) consecutive days at one event. ¹ Not more than ten temporary licenses can be issued per licensing period to the same person at different events.² For each event, only one license can be issued to the same person.

Any questions call: (513) 564-1764 or email: gail.long-cook@cincinnati-oh.gov

¹ ORC 3717.01 (k)

² ORC 3717.43 (E) (1)

OPERATOR / LICENSE HOLDER INFORMATION			
dba (Temporary Food Operation/Establishment Name)			
License Holder (responsible person/entity)			
Name _____ Email _____ Telephone # _____		Name _____ Email _____ Telephone # _____	
Mailing Address (number & street)	City	State	Zip Code
EVENT INFORMATION			
Event name and location & address			
Event coordinator (if applicable) name & contact information			
Operation Starts (date & time)		Operation Ends (date & time)	
PERSON(S) IN CHARGE ON-SITE DURING THE EVENT			
NAME	CELL PHONE	TIME ON DUTY	

FOOD SAFETY INFORMATION List All equipment					
MENU ITEMS Food & beverages	FOOD SOURCE i.e. from a restaurant? Grocery store?	PREP LOCATION (if not on site)	FOOD TRANSPORTATION Equipment used to transport food to the site	COLD HOLDING Equipment used on site to keep cold foods cold	HOT HOLDING Equipment used on site to keep hot foods hot

TEMPORARY ESTABLISHMENT REQUIREMENTS

OVERHEAD PROTECTION The entire operation **MUST** be under cover. Describe what will be used (i.e., tent, shelter). Note: propane tanks may remain outside the booth.

PROTECTIVE BARRIERS All food and food related items **MUST** be protected from customer contamination. Describe the methods, i.e., sneeze guards or other effective barriers.

ADDITIONAL ITEMS The following items are required: Sanitizer & test kit; bucket & cloth for sanitizing surfaces; dish detergent; gloves or tissue or suitable bare hand barriers; thermometers, food and refrigerator; broom & dust pan; waste can or suitable arrangement.

An equipment/fixture layout drawing is required. In the space below draw a sketch of your proposed operation. Show all equipment and fixtures. Number and identify equipment and fixtures.

Make sure you included these items:

Hand wash set up

Three bin set up (wash - rinse - sanitize)

All equipment including cooking, cold and hot holding equipment

Work tables



1.	Hand wash set up	5.		9.	
2.	Three bin set up	6.		10.	
3.		7.		11.	
4.		8.		12.	

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